STATE OF GEORGIA	Application for RECORDS DISPOSITION STANDARD	OFFICE OF SECRETARY OF STATE JUL 17 1972 PAGE DEPARTMENT OF ARCHIVES & HISTORY RECORDS MANAGEMENT RECORDS MANAGEMENT DIVISION

1. Application Date July 10, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE

FOR RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
JUL 17 1972	198	JUL 31 1972

2. Agency Application No. **FCS - 1**

3. AGENCY, Division, Subdivision & Administering Office Address	4. Person to Contact
Department of Human Resources 47 Trinity Avenue, S. W. Atlanta, Georgia 30334 *Division of Family and Children Service*	Douglas Haire

5. Working Title R.M.O.	6. Tel. No. 656-4451-4976

7. ACTION REQUESTED

[X] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates April, 1972	9. EXACT SERIES TITLE Report of Service Contact File

10. What function performed resulted in creation of this series

H.E.W. requires that the state furnish the Department of H.E.W. a report of recipients served by the Division of Family and Children Service. Local case workers complete Form 398 as they provide service for a recipient. The forms are submitted to the state office, where they are checked and run through the computer for scanning and gathering information. The data is gathered and verified by computer and returned on magnetic tape.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

This file series consist of one (1) 8½ X 11 O.C.R. Form. It is not filed but stored in boxes after being scanned.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION		320
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) 20	In Storage Area(s)
55 Boxes	0	70	By Annual Accumulation		

	This Year's	Last Year's	Preceding Year's	All Prior Years'
AVERAGE DAILY REFERENCES	0	0	0	0

Form: AR-50-71

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	[X]	[]
14. Is there a duplication of this series in another office or agency?	[]	[X]
15. Is the information contained in this series ever summarized or published?	[X]	[]
16. Does the series contain classified information requiring security handling?	[]	[X]
17. Does the series document policies and procedures of agency's operation or function?	[]	[X]
18. Could the function be performed if the files were lost or destroyed?	[X]	[]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[]	[X]
20. Does the record series provide data as input to an EDP file?	[X]	[]
21. Does the record series contain documentation produced as EDP printout?	[X]	[]
22. Is the series affected by Federal or grant funds?	[]	[X]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[]	[X]

24. **REQUIREMENTS.** The following requires the files to be kept ___1___ ~~YEARS~~ Month

a.[]STATE   b.[]STATUTE OF   c.[]AUDIT   d.[]FEDERAL   e.[X]ADMINISTRATIVE   f.[]HISTORICAL
   LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
(Cite Law, Statute, or other reason for the retention requirement)

   Mr. Bill Rhodes

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end
of each -[]CALENDAR YEAR   -[]FISCAL YEAR   -[X]OTHER   Monthly   ,then:

A.[X]Destroy immediately after cut off.
   B.[]Hold in current files area_____.month(s)/_____year(s), then:
         1 []Destroy.
             2 []Transfer to records center; hold_____year(s), then:
                 a []Destroy.
                   b []Transfer historical material to Archives;
                     destroy remainder.
         3 []Destroy after audit (or_____year(s) after audit).
C.[]Hold in current files area indefinitely.
   D.[]Hold in current files area_____year(s), then transfer to Archives permanently.
     E.[]Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by	Recommendations prepared by	Approved for Division Date	Records Management Officer Date
	William C. Ardler *Strough* 7/12/72		*Douglas M Hax* 7-13-72

Recommendations	[]Approved []Disapproved	Head of Agency *Hirshel Garnier*	Date 7-12-72
in Paragraph 25	[X]Approved []Disapproved	XXXXXXX XXXXXXXXXXXXXXXXX Dept. of Audits *William M Dix*	Date 7-29-72
are:	[X]Approved []Disapproved	Secretary of State / Designee *Carroll Hart*	Date 7-26-72
	[X]Approved []Disapproved	XXXXXXXXXXXXXX Dept. of Law *M. Steel*	Date 7-27-72